



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

February 28, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

CONSOLIDATED RISK MANAGEMENT PROGRAM: FEBRUARY 2003 STATUS REPORT

On April 30, 2002, your Board instructed this office to implement the recommended County Consolidated Risk Management Program (Program) and to report back every thirty days on the status of the Program. The following describes developments in the Program since our previous January 2003 status report:

- Risk Management Operations staff and the County Risk Manager moved into office space on the 8th floor of 3333 Wilshire Boulevard.
- Daily meetings with County Counsel on the Risk Management Information System (RMIS) were conducted in anticipation of the March 4, 2003, RMIS implementation date. By March 4, 2003, existing data will be converted over to the new RMIS and all new data will be entered directly into RMIS.
- The CAO continues to develop position descriptions of the loss control staff. It is anticipated that these positions will be filled by mid-year.
- The County Risk Manager continues to meet with departments regarding risk management issues and strategies.

In response to your Board's direction, a following report in thirty days will be prepared. If you have any questions, please call me or have your staff call Mr. Rocky Armfield at (213) 351-5346.

DEJ:SRH

RA:DU:lis

c: Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources